

# E-rate Invoicing 2018

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KENTUCKY DEPARTMENT FOR LIBRARIES & ARCHIVES

APRIL 26, 2018

# Topics for this presentation

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- **Funding Commitment Decision Letter (FCDL)**
- **Invoicing Modes**
  - Service Provider Invoicing (SPI)
  - Billed Entity Applicant Reimbursement (BEAR)
- **Post-commitment changes**
  - Service Substitutions
  - SPIN Changes
  - Form 500

**Slides for forms related to invoicing—Form 486, Form 498, Form 472 (aka BEAR)—will be posted separately on the [E-rate page](#) for [KDLA Training & Assistance](#).**

# Disclaimers

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These instructions represent my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can come only from the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC).**

USAC frequently updates the E-rate Productivity Center (EPC). What I present today is correct to the best of my knowledge, but what you see in EPC may be different.

# The E-rate Process

## E-rate Funding Years – Dates to Remember

	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Recurring Services (Category 1 or 2) 	Invoicing Deadline (Recurring Services) 	Non-Recurring Category 2 Purchase/ Installation 	Invoicing Deadline (Non-Recurring Services) 
<b>FY 2016-17</b> (FY 2016)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2016 To June 30, 2017	October 30, 2017	April 1, 2016 To Sept. 30, 2017	January 29, 2018
<b>FY 2017-18</b> (FY 2017)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2017 To June 30, 2018	October 28, 2018	April 1, 2017 To Sept. 30, 2018	January 28, 2019
<b>FY 2018-19</b> (FY 2018)	February 22, 2018 (Last date to start bidding)	January 11, 2018 to March 22, 2018 (Filing window)	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2018 To June 30, 2019	October 28, 2019	April 1, 2018 To Sept. 30, 2019	January 28, 2020
<b>Notes</b>	Most libraries go through competitive bidding each year	All libraries must file the Form 471 every year to receive discounts	FCDL = Funding Commitment Decision Letter	Internet and Phone Service are Recurring	May request one 120-day extension before deadline	Non-recurring = one-time purchases	May request one 120-day extension before deadline

<https://kdl.ky.gov/librarians/programs/e-rate/Pages/Funding-Years.aspx>

# Funding Commitments

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# Funding Commitment Essentials

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**After USAC reviews your library's Form 471—the application form used to request E-rate discounts for the upcoming funding year—a Funding Commitment Decision Letter (FCDL) will be issued to indicate:**

- How much funding has been committed for the overall application
- How much funding has been committed for each Funding Request Number (FRN) listed on the application

**The funding commitment for each FRN represents the maximum refund (or discount) that your library will receive for that service based on actual invoicing for the relevant funding year.**

- If your library is charged less than what was estimated on the Form 471, the appropriate discount will be applied to that amount.
- If your library is charged more than what was estimated on the Form 471, the refund will be capped at the full amount of the funding commitment.

# Funding Commitment Decision Letter (FCDL)



Sat 4/21/2018 12:10 AM

EPC.Application.Administrator@usac.org

USAC: Funding Commitment Decision Letter (FCDL) available for FCC Form 471 162157, KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES (128825)

To: Abner, Lauren (KDLA)

You forwarded this message on 4/23/2018 8:35 AM.



FCC Form 471 - 181025170 - KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES.csv  
1 KB



KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES Funding Commitment Decision Letter.pdf  
25 KB



Universal Service  
Administrative Co.

Thank you for submitting your application for Funding Year 2018. Your application for FCC Form(s) 471, Services Ordered and Certification Form, the

The Universal Service Administrative Company (USAC) is providing information on changes related to their funding requests and can work together to complete the funding process for these requests.

**New for FY 2018 – USAC will send an email to the Form 471 Certifier with the Funding Commitment Decision Letter (FCDL) attached as a PDF. An Excel file with similar information will also be attached—this is the same format used for the past two funding years.**

## Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC
  - a. **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the undiscounted cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted cost of services.
  - a. **If your service provider(s) are invoicing USAC:** The service provider(s) must provide services, bill the applicant at the discounted rate, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Each funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.

For more information, including how to appeal a decision, please see the attached letter.

Please keep a copy of this notification for your records.

# Access Funding Commitment in EPC

## My Landing Page



Welcome, KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES!

### Notifications

Notification Type FCDL

Funding Year 2018

Status ? ☒ All

☐ Generated

☐ Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	FCDL	FCC Form 471 - 181025170	4/21/2018	EPC System	4/21/2018 1:38 AM EDT	View Notification

In the Notifications section at the top of My Landing Page in the [E-rate Productivity Center](#), set the Notification Type to FCDL and the Funding Year to 2018 (or the relevant Funding Year) to bring up a list of your library's Funding Commitment Decision Letters.

In the far right column, click on View Notification to go a News feed entry for your Funding Commitment Decision Letter.

# FCDL on the News Feed

**The News feed entry for your funding commitment links to the same documents sent by email to the person who certified the Form 471.**



**E-Rate Productivity Center** Thank you for submitting your application for Funding Year 2018 Schools and Libraries Program (E-rate) funding. Attached to this post, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted.

The Universal Service Administrative Company (USAC) is providing this information to both the applicant(s) and the service provider(s) so that all parties are aware of the post-commitment changes related to their funding requests and can work together to complete the funding process for these requests.

## Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the undiscounted cost for the services you receive.
2. Review the Children's Internet Protection Act (CIPA) requirements and file the FCC Form 486 (Service Confirmation and CIPA Certification Form). The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).
3. Invoice USAC
  - If you (the applicant) are invoicing USAC: You must pay your service provider(s) the undiscounted cost for the services you receive and file the FCC Form 472, the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted cost of services.
  - If your service provider(s) are invoicing USAC: The service provider(s) must provide services, bill the applicant at the discounted rate, and file the FCC Form 474, the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Each funding year, service providers must file an FCC Form 473, the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.

For more information, including how to appeal a decision, please see the attached letter.

Please keep a copy of this notification for your records. To print this notification, click on the date below, and use your browser's print function.

Sincerely,  
Universal Service Administrative Co.



KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES Funding Commitme...  
PDF 25 KB




FCC Form 471 - 181025170 - KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES  
CSV 1 KB

#RR25 - KENTUCKY ...

# USAC video on the FCDL

## Funding Commitment Decision Letters

### Applicant FCDL

 Universal Service Administrative Co. April 6, 2018

**Funding Commitment Decision Letter**  
Funding Year 2018

**Contact Information:**  
School District user  
School District:  
1111 East Ave  
Greens, VA 22688  
schooldistrict.53970@mailnotan.com

**FCC Form 471:** 181000273  
**SEN:** 17258123  
**Wave:** 5  
**Application Nickname:** Sample FCDL Application

**Totals**

<b>Total Committed</b>	<b>\$51,180.00</b>
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**What is in this letter?**  
Thank you for submitting your application for Funding Year 2018 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.  
The Universal Service Administrative Company (USAC) is providing this information to both the applicant(s) and the service provider(s) so that all parties are aware of the post-commitment changes related to their funding requests and can work together to complete the funding process for these requests.

**Next Steps**

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the Children's Internet Protection Act (CIPA) requirements and file the FCC Form 486 (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**

USAC recorded a new video in April 2018 to explain the new format for the Funding Commitment Decision Letter (FCDL). Direct link to the video:

<https://www.usac.org/sl/about/outreach/videos/Funding-Commitment-Decision-Letters.aspx>

USAC's Online Learning Library of videos:

<https://www.usac.org/sl/about/outreach/online-learning.aspx>

6:29 minutes | April 2018

Learn how Funding Commitment Decision Letters are issued and what information is included in the letters.

# Funding Requests on E-rate Central

[E-rate Central](#), an E-rate consulting firm, downloads public data about E-rate funding and displays information by state. You can quickly look up your library's funding requests for a particular year and find essential information for filing invoicing forms.

Go to the page for Kentucky E-rate info:

<https://tools.e-ratecentral.com/us/stateInformation.asp?state=KY>

In the Funding Quick Search, enter your library's BEN, then click on the Funding Year (FY):

**Funding Quick Search**

☒ Billed Entity Number ☐ SPIN

200246

Search

<b>Applicant: POWELL COUNTY PUBLIC LIBRARY</b>			
<b>Billed Entity: 200246</b>			
FY	Req. FRNs	Funded FRNs	486 on File
<a href="#">2018</a>	5	0	0
<a href="#">2017</a>	3	3	3
<a href="#">2016</a>	5	5	5

# Invoicing Modes

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WHAT OPTIONS DO LIBRARIES HAVE FOR  
INVOICING THEIR DISCOUNTS?

# Invoicing Modes

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## Which to choose?

**Every year, applicants must decide which invoicing mode to use for each funding request number (FRN) that receives a funding commitment.**

The slides that follow will describe the two options for invoicing mode:

- Service Provider Invoicing (SPI)
- Billed Entity Applicant Reimbursement (BEAR)

**Once E-rate invoicing has started on a particular FRN, you cannot change the invoicing mode for that FRN during the rest of that funding year.**

# Invoicing Mode: SPI

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## Service Provider Invoicing (SPI)

**Your service provider may apply your E-rate discount directly to your monthly bill, but they are not required to offer SPI.**

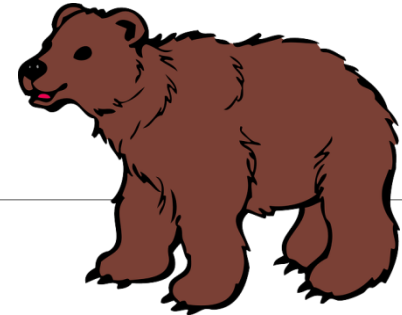
Some vendors ask you to select the invoicing type after the funding commitment is issued; others will specify invoicing type on the contract.

- Some vendors require their own additional documents to be completed before SPI begins; KDLA's Technology Consultant will help if you have problems.

SPI is less paperwork for you and you won't miss out on your funding.

**Caveat: Some vendors can take 2-3 (or more) billing cycles to start SPI invoicing once you request it.** If you need more timely E-rate refunds, you may prefer to file BEAR forms.

# Invoicing Mode: BEAR



## Form 472 (BEAR)

- **BEAR** = **B**illed **E**ntity **A**pplicant **R**eimbursement
- The library pays the full invoice upfront, then file the BEAR to receive a refund via direct deposit. The library must have an approved Form 498 on file to banking information.
- Can file BEARs periodically throughout funding year or file one form for each vendor after the funding year ends
- Deadline: No later than 120 days after the last date of service; for recurring internet/telephone service, the last service date is June 30, so the deadline is normally October 28<sup>th</sup> following the funding year
- Before the deadline, you may request 1 extension of 120 days: (<http://www.usac.org/sl/applicants/step06/invoice-extensions.aspx>)
- More paperwork for you, but more control of the money flow.

# Post-Commitment Changes

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SERVICE SUBSTITUTIONS, SPIN CHANGES, AND THE  
FORM 500

# Service Substitutions (1/2)

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- Service Substitutions are now filed in the [E-rate Productivity Center](#)
- Submit a Service Substitution if the product/service you listed on the Form 471 is no longer available or the equipment is not compatible with your library's existing equipment – **request must be submitted & approved before you can complete E-rate invoicing for the affected FRN(s).** Service substitutions often take months to approve.
- **Product or service must serve the same function**
  - Example: substitute one firewall for another firewall if the particular model requested is no longer available or won't meet your library's needs. You can't use that funding to get a rack enclosure instead – it doesn't serve the same function

# Service Substitutions (2/2)

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- **Can't receive more funding than the amount already committed for the original product or service**
  - If the substituted product/service is more expensive, the library will have to eat those higher costs
- **Deadline to file a service substitution:** last date to file invoicing for the relevant funding request. Your library will be given additional time to complete invoicing if the substitution is approved close to or after the invoicing deadline.
- **Instructions on the USAC website:**
  - <http://usac.org/sl/applicants/before-youre-done/service-substitutions.aspx>

# SPIN Changes

**The SPIN associated with your funding request(s) can be updated in some situations:**

- **Corrective SPIN change** – used when you accidentally listed the wrong SPIN on the Form 471 or when mergers cause the SPIN to change
- **Operational SPIN change** – used when you are *forced* to find another vendor due to vendor's bankruptcy or vendor's inability to provide services. You can't simply switch vendors because you find a better price. If the original vendor provided service for part of the funding year, the remaining funding will be move to a new funding request number for the new vendor—this is called a split FRN.

**For more information, see:**

- <http://usac.org/sl/applicants/before-youre-done/spin-changes/default.aspx>

# Form 500 (1/2)

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## Reasons to file the Form 500:

- **Adjusting the Service Start Date** on a previously filed Form 486
- **To adjust the Contract Expiration Date** listed on the Form 471
- **To request an extension of the service delivery and installation deadline for non-recurring services** (example – construction/renovation delays causing C2 installation delays)
- **To cancel or reduce the amount of an FRN (irrevocably!)**
- **To notify USAC of an equipment transfer** within the three year prohibition on equipment transfers due to a temporary or permanent entity closure

# Form 500 (2/2)

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**As of December 2016, the Form 500 is filed in the E-rate Productivity Center**

- **For FY 2016-17 funding requests and forward**, the form is filled out electronically
- **For FY 2015-16 funding requests and prior**, you must download a paper copy of the form, fill it out by hand, and then upload it in the E-rate Productivity Center

**More information on USAC website:**

- <http://usac.org/sl/applicants/before-youre-done/500-filing.aspx>

# Resources

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## KDLA's E-rate page

- <https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx>

## KDLA Archived Webinars page

- <https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>

## USAC Schools and Libraries (E-rate) Program Website

- <https://www.usac.org/sl>

## USAC Client Service Bureau

- 1-888-203-8100 or create a case in [E-rate Productivity Center](#)

## USAC Trainings & Outreach page

- <http://www.usac.org/sl/about/outreach/default.aspx>

# Sign up for KYTECH LISTSERV®

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## **For Library Technology Support Staff:**

- KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
- TO SUBSCRIBE: Send a blank message to: [join-kytech@listserv.ky.gov](mailto:join-kytech@listserv.ky.gov)

**E-rate updates and reminders are posted to KYTECH.**

# Thank you for attending!

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**Please complete our brief survey.** Your responses help us to improve training and are used for KDLA's grant reporting:  
<https://www.surveymonkey.com/r/2018earteinvoicing>



This project was made possible  
in part by the Institute of  
Museum and Library Services.

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